

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 29, 2016

LEAVE ACCOUNTING LETTER #16-008
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY**

This is to inform you of the Personal Holiday and Holiday Credit In Lieu of Personal Holiday processes that the Personnel/Payroll Services Division (PPSD) will run during July 2016.

PERSONAL HOLIDAY

On July 5, 2016, PPSD will post Personal Holiday accruals for the 2016-17 fiscal year to the CLAS. We will post the Personal Holiday Accrue transaction (PH10) for full/part time and intermittent employees entitled to a Personal Holiday.

Employees on a temporary separation are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the department must post the accrual transaction (PH10) for the month the employee returns to active status.

If the employee is on a Personal Holiday waiting period with an end date after August 1, 2016, the accrual transaction will be automatically posted on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

On July 5, 2016, PPSD will post a Holiday Credit In Lieu of Personal Holiday transaction (HC09) to full/part time employees who are eligible for this benefit. Below is a list of eligible employees:

- BU06 rank & file employees
- BU07 class code 8979 (Firefighter) at State Hospitals or Developmental Services
- BU07 class codes 8989 or 8990 (Firefighter/Security Officer) at the Military Department or Parks and Recreation
- BU12 & 13 rank & file employees

An 'HC09' transaction will not be posted for intermittent (Roll Codes 3 and 4) employees. The department must post Holiday Credit In Lieu of Personal Holiday (HC09) transactions after determining the number of hours the employee is due.

Employees on a temporary separation are not entitled to Holiday Credit In Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the department must post the transaction (HC09) for the month the employee returns to active status.

Per bargaining unit contracts, some employees must serve a waiting period before receiving Holiday Credit In Lieu of Personal Holiday. Therefore, if the employee is currently serving a waiting period, the department must void the (HC09) transaction posted on July 5, 2016, and post the (HC09) transaction to the leave period in which the waiting period ended.

Some employees may have previously been in another bargaining unit that entitled them to a Personal Holiday. Please call the Leave Accounting Liaison Unit at (916) 327-0756 regarding any such employee that has the Personal Holiday benefit established in their record. Employees should not be accruing Personal Holiday and earning Holiday Credit in Lieu of Personal Holiday.

The Personal Holiday and Holiday Credit In Lieu of Personal Holiday transactions will display on the Leave Activity and Balance (LAB) report that will be available via ViewDirect on August 17, 2016. The employee's Statement of Earnings and Deductions/Direct Deposit Advice for the August 2016 pay period will reflect the Personal Holiday or Holiday Credit for July.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:HM:CLAS